

The Office of Congresswoman Betty McCollum

Internship Job Description: Spring 2003

Application Deadline: Spring: November 1, 2003

We are seeking energetic and proficient interns in the Washington, D.C. and St. Paul offices of Congresswoman Betty McCollum. An internship in Congresswoman McCollum's office will provide valuable experience to students as they prepare for their professional careers. Interns have the opportunity to work with and assist all members of the staff, including legislative, administrative, outreach and press duties.

Washington, DC interns are encouraged to take advantage of the many hearings, workshops and seminars held on Capitol Hill. Interns in St. Paul have the opportunity to attend local functions and meetings related to the Congresswoman's work in Minnesota's 4th Congressional District. In addition, we are happy to work with your college or university to arrange for academic credit. Applicants should be highly motivated and enthusiastic, as there are far more applicants than available positions.

Responsibilities include, but are not limited to:

- Support administrative staff: answer phones, database entry, sort mail and various projects as assigned
- **Washington, DC office:**
 - Supporting legislative staff: tracking constituent correspondence, drafting letters, and conducting light research.
 - Attend briefings and hearings for legislative staff
- **St. Paul office:**
 - Assist casework staff to help constituents resolve problems and navigate federal bureaucracies
 - Compile local news clips and distribute to St. Paul and DC office staff
 - Promote constituent outreach efforts by communicating with constituents and constituent groups, attend meetings and events and draft correspondence

Preferred Qualifications:

- Excellent written and oral communications skills
- College juniors or seniors preferred (but not required)
- Positive attitude and an ability to effectively handle a number of tasks at once
- Strong connections to Minnesota

Hours and compensation:

Internships are available year-round. They are available on a part-time or full-time basis. In some cases, a stipend may be available. Transportation and housing are the responsibility of interns.

Application process:

Applicants should send a cover letter (indicating availability and the location of their desired internship), a resume and references.

Washington, DC internship applicants should fax materials to **(202) 225-1968** or send to:

Office of Congresswoman Betty McCollum
Attn: Washington, DC Internship Coordinator
165 Western Avenue North, Suite 17
St. Paul, MN 55102

St. Paul internship applicants should fax materials to **(651) 224-3056** or send to:

Office of Congresswoman Betty McCollum
Attn: St. Paul Internship Coordinator
165 Western Avenue North, Suite 17
St. Paul, MN 55102